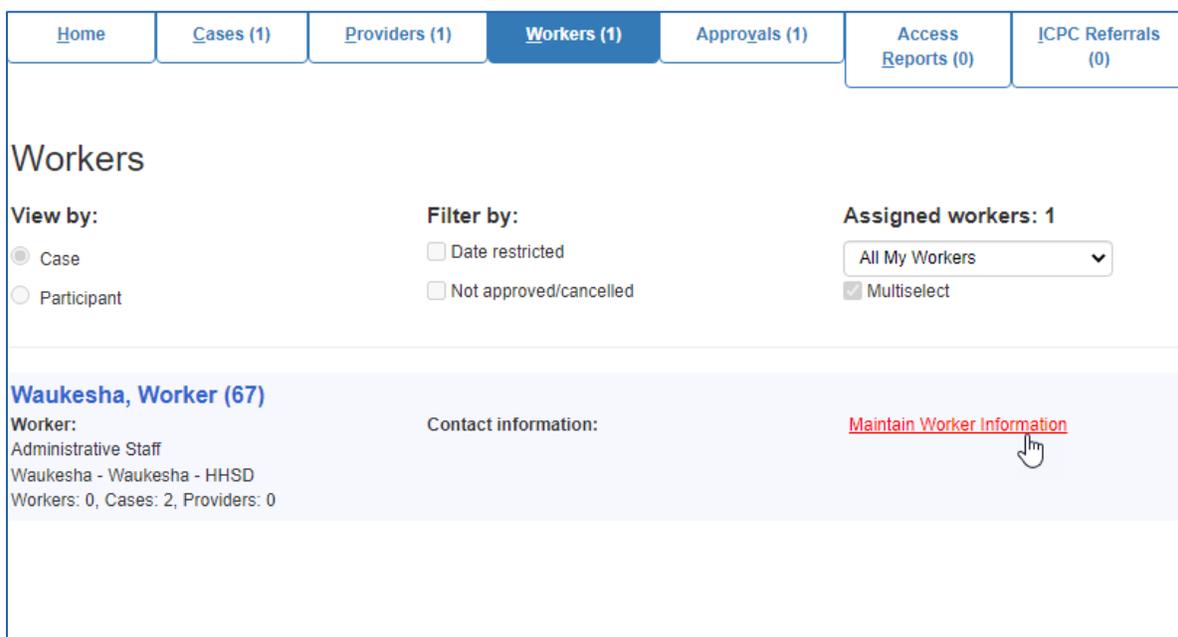
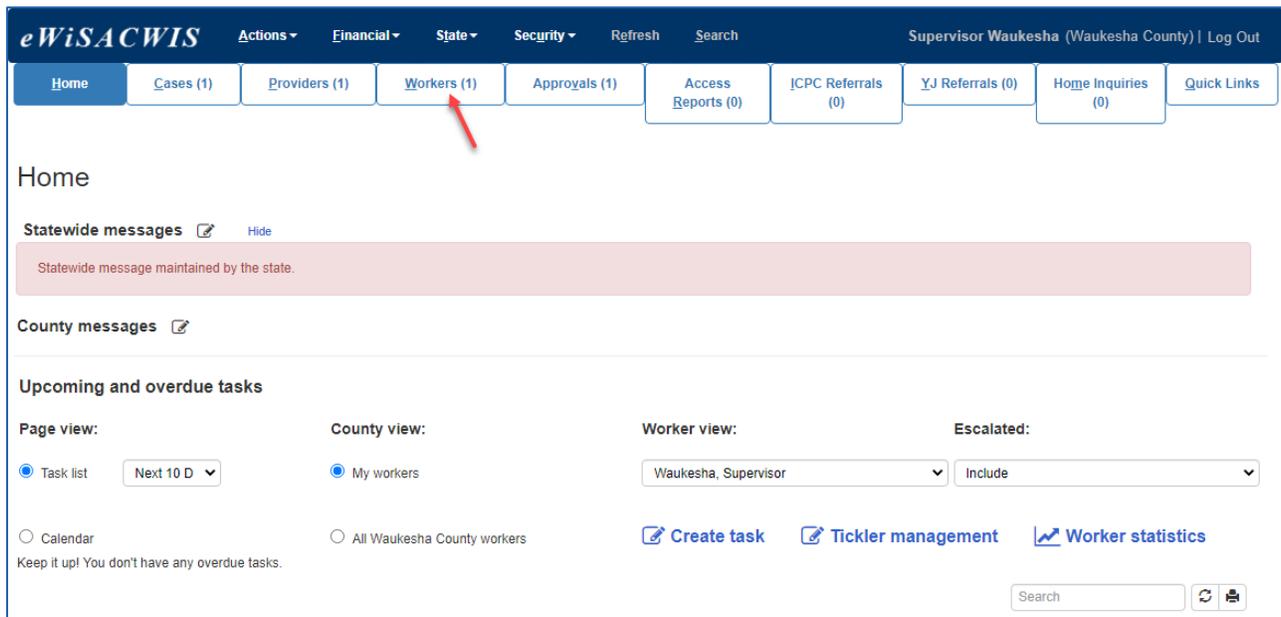


Removing eWiSACWIS Access

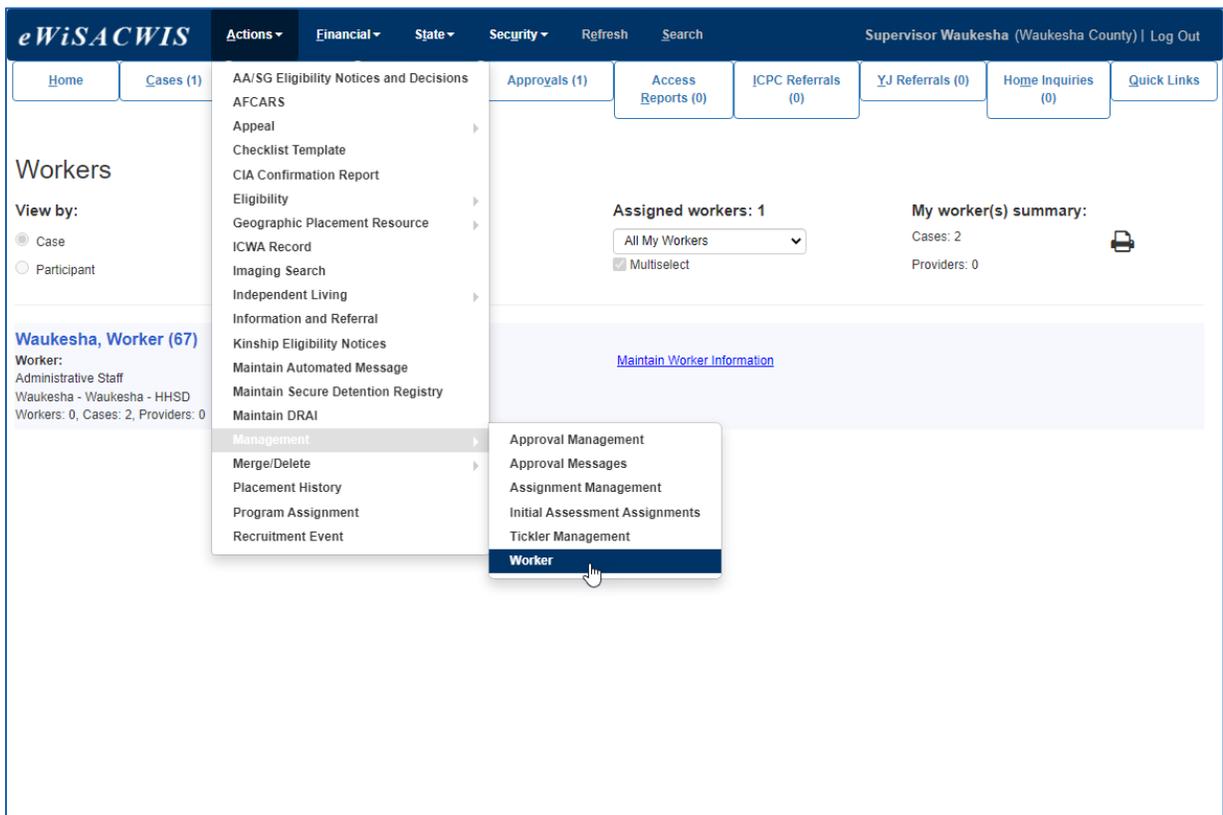
Access to the application should be removed within 24 hours, when a business need for access is no longer needed. Including employment departure, job changes, location changes, or any other business reason for a removal of access. Additional security will be needed to update the Maintain Worker Information page and to approve the removal of a WAMS link.

Maintain Worker Information - Supervisors

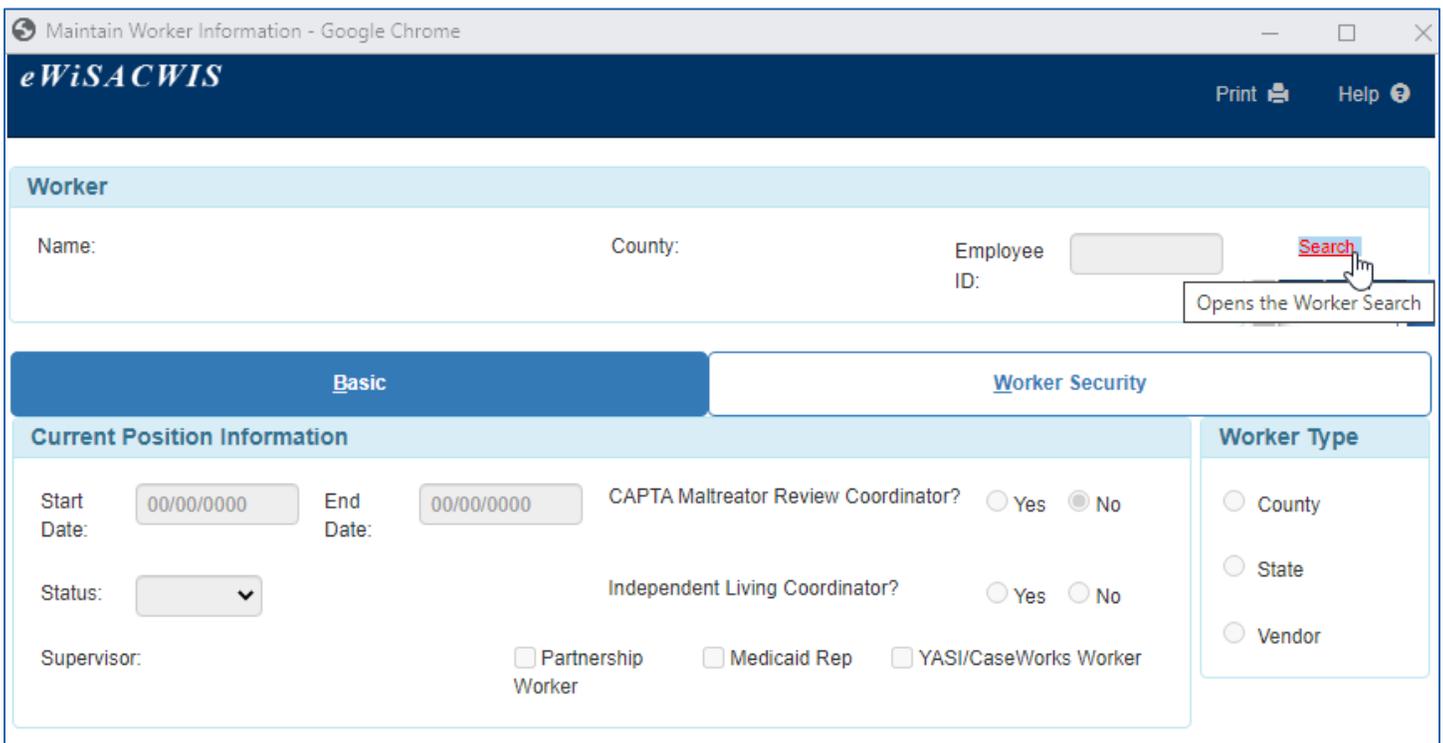
- Supervisors will be able to [Maintain a Worker Record](#) from the Worker tab on their desktop. To view workers, the Supervisor will need to be assigned the Supervisor on the Basic tab of the Maintain Worker Information page.
 - Click on the Worker tab.
 - Click on the [Maintain Worker Information](#) hyperlink.



2. Supervisors can also maintain a worker record from the main menu on the desktop.
 - a. Click Actions and select Management.
 - b. Select Worker from the submenu.



- c. From the Maintain Worker Information page, click the [Search](#) hyperlink.



- d. Enter the search criteria into Person Search and click the Search button.

- e. In the Persons Returned section, click the radio button of the appropriate staff member and click the Continue button.

The screenshot shows a web browser window titled 'Maintain Worker Information - Google Chrome'. The URL is 'apps.dcf.enterprise.wisstate.us/ewsscreenshot/CM18_WorkerInformation.do?sarid=0.07035747269924952'. The page is titled 'Person Search' and has a 'Print' and 'Help' icon. The search criteria section includes fields for Last Name (Waukesha), First Name (Worker), Person ID, SSN, DOB (00/00/0000), Gender, Street, City, and ZIP Code. There are also checkboxes for 'Incl. AKA' and 'Search Precision' (Low, Med, High), and a 'Sort By' dropdown set to 'Alpha'. A 'Search' button is present. Below the search criteria, it says 'Record 1 to 1 of 1'. The 'Persons Returned' section shows a single result: a radio button next to a link 'Waukesha_Worker (67)'. At the bottom right, there are 'Create', 'Continue', and 'Close' buttons.

Note: To create a worker record, click the Create button if no results are returned. Please see the [Maintain a Worker Record](#) user guide for more information.

The screenshot shows a 'Worker' form with the following sections and data:

- Worker Information:** Name: [Waukesha_Worker_67](#), County: Waukesha, Employee ID: 1
- Basic Section:**
 - Current Position Information:** Start Date: 06/28/2004, End Date: 00/00/0000, CAPTA Maltreatment Review Coordinator? (Yes/No), Independent Living Coordinator? (Yes/No), Supervisor: Supervisor Waukesha, Partnership Worker, Medicaid Rep, YASI/CaseWorks Worker.
 - Worker Type:** County, State, Vendor.
- Contact Information:** Phone, Ext, Cell, Fax, Email.
- Location:** Employing Entity: COUNTY, County/State: Waukesha, Site/Office: Waukesha - HHSD, Unit: Intake.
- Worker Role:**

Type	Primary Function	Start Date	End Date	DCF 43 Required	User Agreement
Clerical	NA	06/28/2004	03/01/2023	<input type="checkbox"/>	Create

3. Changing the Status field from Active to Inactive will automatically prefill the End Date of today in the Worker Role section of the page.

Note: If access will be granted in a new location the same day, change the End Date to yesterdays date to avoid loss of access.

- a. Click Save to deactivate.
 - i. If there are associated tasks, a message will display confirming the inactivation. Click No to return to the page, click Yes to continue.

Confirmation

Inactivating this worker will remove all tasks for this worker. Do you want to continue?

- ii. If there aren't any associated tasks, a message will display asking if a delete security request should be created. Click Yes to continue. Click No to return to the page.

Confirmation

Changing the Status will automatically submit a delete security request to the Security Delegates of the associated county (unless a request is already in process). Do you want to continue?

4. If there is still has work assigned, approvals assigned, or open referrals, errors will display.

Errors (4)

- Worker can't be inactivated because he or she is part of an active approval chain. Please reassign via Actions > Management > Approval Management.
- Worker can't be inactivated because he/she has open assignments. Please reassign via Actions > Management > Assignment Management

Worker

Name: [Waukesha_Worker_\(67\)](#) County:

Basic

Current Position Information

5. Only the assigned Supervisor or the staff member can close or reassign the existing work or referral(s).

Note: If possible, this should be done before inactivation, however if it can't be done prior to departure, a delete security request will need to be created to delink WAMS to remove the ability to log into any other devices. See [Assignment Management](#) and [Approval Management](#) user guides for more information.

6. To update the Supervisor, click the [Search](#) hyperlink next to the Supervisor field to launch Worker Search.
 - a. Select the radio button of the Supervisor in the Workers Returned section and click Continue to update the Supervisor of the staff member.
 - b. Click Save to update the record. This Supervisor will now be able to reroute and close assignments, referrals, and approvals.

The screenshot shows the 'Worker' profile page for 'Waukesha Worker P. Jr. (9234643)'. Under the 'Basic' tab, the 'Current Position Information' section includes fields for Start Date (00/00/0000), End Date (00/00/0000), Status (Active), and Supervisor. A red 'Search' button is next to the Supervisor field, with a tooltip indicating it 'Opens the Worker Search'. There is also a 'Partner' checkbox.

7. Once the Inactivation is complete or if the inactivation is delayed, navigate to the Worker Security tab.
 - a. If the inactivation was saved, there will be a security request that was created by saving the inactivation.
 - b. Click on the date hyperlink in the Opened column to view the delete security request.

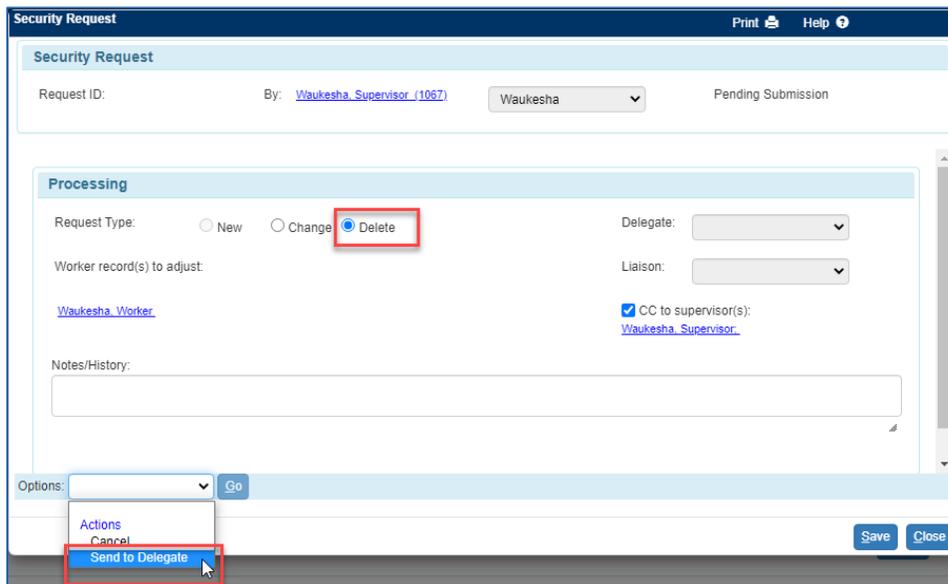
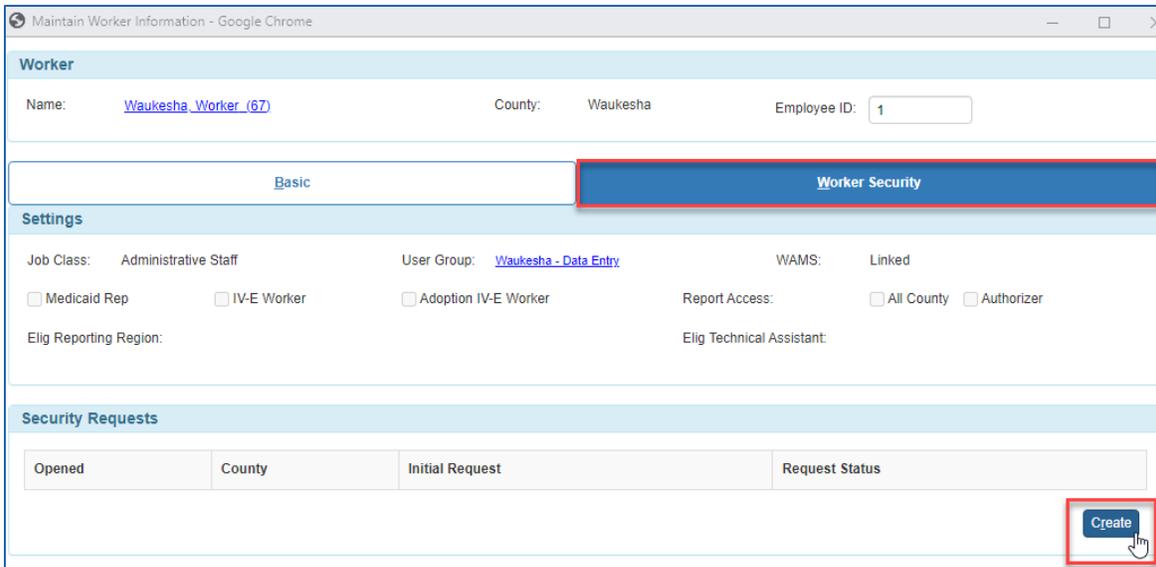
Note: Depending on the security level of the Supervisor, the options drop down will have Approve, Cancel, or Send to Security Delegate. Most Supervisors without security access will only be able to view or cancel this request. The request was sent to the county's Security Delegate(s) for approval.

The screenshot shows the 'Worker Security' tab in the eWiSACWIS system. The worker's name is 'Waukesha Worker (67)' and the county is 'Waukesha'. The 'Worker Security' tab is highlighted with a red box. Below the 'Settings' section, there is a 'Security Requests' table. One request is highlighted with a red box:

Opened	County	Initial Request	Request Status
03/01/2023	Waukesha	Waukesha, Supervisor --	With Delegate

A 'Create' button is visible at the bottom right of the table.

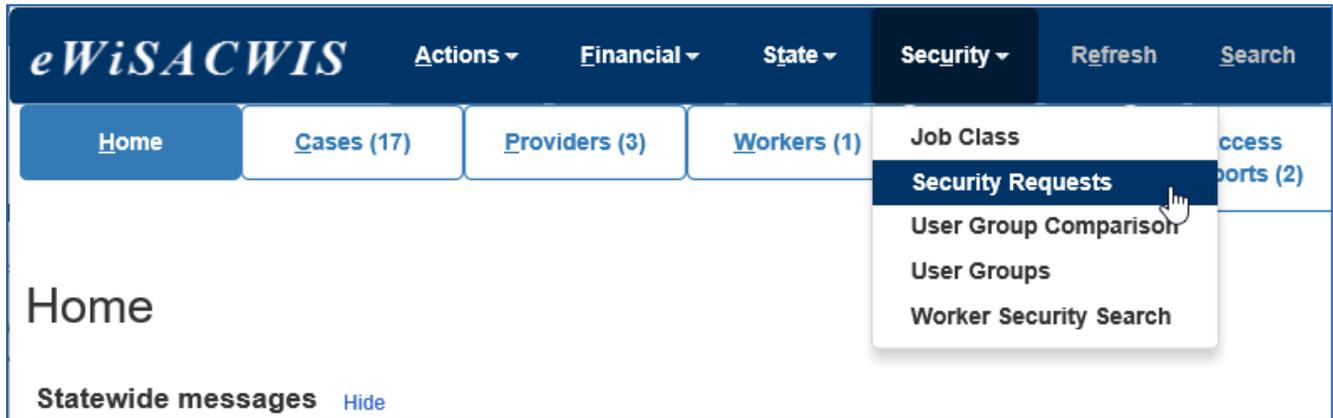
8. If the inactivation must be delayed, a manual delete security request should be created to remove the link from WAMS so log in is not possible from any other device.
 - a. On the Worker Security tab, click the Create Button.
 - b. In the Request Type fields, select the radio button for Delete.
 - c. Check the CC supervisor(s) checkbox if desired.
 - d. If a note is needed for the Security Delegate, use the Notes/History: field.
 - e. Click Save to create the Security Request, Click Close to return to the page.
 - i. The Request Status will be Pending Submission after the initial save.
 - f. From the Options drop down, Cancel and Send to Delegate can be selected, however upon save, the Security Request is sent to the Security Delegate(s).
 - i. Select Cancel and click the Go button to remove the request or select Send to Delegate and click the Go button to make a note after saving and notify the delegate. Selecting this will change the Request Status from Pending Submission to With Delegate. Selecting Cancel will change the Request Status to Cancelled.



Completing Inactivation Security Requests – Security Delegates

Note: Security Delegates should be monitoring Security Requests daily as they can be submitted by staff (by clicking the security message hyperlink), Supervisors, or other Delegates.

1. To complete a created inactivation request, select Security from the menu and click Security Requests.



2. The Security Request Search page will default to open all requests with the Request Status of With Delegate.
 - a. Select Pending Submission from the Request Status dropdown to see new requests.
 - b. Click on the date hyperlink in the Opened column to launch the security request.
 - c. Make a note in the Notes/History field if applicable and check CC to supervisor(s) if appropriate.
 - d. Select Approve, Cancel, or Send to State Security Liaison and click Go.
 - i. Approve will complete the remove of the WAMS link for log in.
 - ii. Cancel will close the security request and keep it linked.
 - iii. Use Send to State Security Liaison for resource changes. Any change in Job Class, User Group, or Profile will need to be completed an approved at the State level. Choosing this will send the security request to the State Security Liaison and update the Status to With State Liaison. These can be viewed by selecting With State Liaison in the Request Status dropdown.
 1. Generally, Send to State Security Liaison will not be used when removing access unless there is a question for the State Liaison.
 - a. Any radio button security levels such as Medicaid Rep, YASI/CaseWorks, and Security Delegate, will be automatically routed to the State Liaison for additional approval.
3. On the Security Request Search page, the Request Type column with the value of Delete will be an inactivation that need to be approved or cancelled.

A screenshot of the Security Request Search form. It includes fields for 'Request Status:', 'Assignee:', and 'Requester:'. A dropdown menu is open next to the 'Request Status:' field, showing the following options: 'Approved', 'Cancelled', 'Pending Submission', 'With Delegate', and 'With State Liaison'. A mouse cursor is pointing at the 'With State Liaison' option. Below the dropdown is a 'Search' button.

eWiSACWIS Print Help

Search Criteria

County: Request Status: From: To:

Worker Status: Assignee: Request Type:

WAMS: Requester: [Search](#)

Results

Opened	County	Worker	Worker Status	WAMS	Request Type	Request Status
<input type="text" value="03/02/2023"/>	Wood	Worker Wood	Active	Linked	Delete	Pending Submission

Removing Access – Security Delegates

- To inactivate a staff member and remove the link to WAMS, select Security from the menu and click on Worker Security Search. Enter the search criteria and click the Search button.

eWiSACWIS Actions Financial State Security Refresh Search

Home [Cases \(17\)](#) [Providers \(3\)](#) [Approval](#)

Home

Statewide messages [Hide](#)

Security

- Job Class
- Security Requests
- User Group Comparison
- User Groups
- Worker Security Search**

Worker Security Search - Work

eWiSACWIS Print Help

Search Criteria

County: Site: Assigned To:

First Name: Last: User Group:

Email: Filter: Profile:

Worker ID: Job Class: Resource:

Supvr ID: Status: WAMS: Action:

Select all workers who meet the search criteria

Search Results (2)

- [Wood_Supervisor \(1071\)](#) Active Security Delegate [Wood - Supervisor](#)
Administration Wood - WisconsinRapids, Wood (COUNTY) Supervisor Wood
- [Wood_Worker \(71\)](#) Active
Social Work Assistants Wood - WisconsinRapids, Wood (COUNTY) Supervisor Wood

Options:

2. In the Search Results section, click the name hyperlink to open the Maintain Worker Information page.
 - a. Change the Status field from Active to Inactive. The End Date fields will prefill to today's date.
 - b. Click Save. See pages 4-6 for saving scenarios, how to create a delete security request, and how to Approve, Cancel, or Send to State Security Liaison.

Maintain Worker information Print Help

Worker

Name: [Wood Worker \(71\)](#) County: Wood Employee ID: [Search](#)

Basic [Worker Security](#)

Current Position Information

Start Date: End Date: CAPTA Maltreatment Review Coordinator? Yes No

Status: Independent Living Coordinator? Yes No

Supervisor: [Search](#) Partnership Worker Medicaid Rep YASI/CaseWorks Worker

Worker Type

County State Vendor

Contact Information

Phone: Ext: Cell: Fax: Email:

Location

Employing Entity: County/State: Site/Office: Unit:

Worker Role

Type:	Primary Function:	Start Date:	End Date:	DCF 43 Required	User Agreement
Admin Support	NA	06/28/2004	03/02/2023	<input type="checkbox"/>	Create

[Save](#) [Close](#)

3. To monitor county staff that is linked to WAMS, frequently perform the following searches on the Worker Security Search page.

Note: All staff's link to WAMS should be removed within 24 hours of access no longer being needed.

The image shows a user interface with two filter panels. The top panel is highlighted with a red border and contains the following elements: 'Status: Active' with a dropdown arrow, 'WAMS: Not Linked' with a dropdown arrow, and 'Action:' with a dropdown arrow. The bottom panel is highlighted with a purple border and contains: 'Status: Inactive' with a dropdown arrow, 'WAMS: Linked' with a dropdown arrow, and 'Action:' with a dropdown arrow. To the right of the bottom panel, there are two buttons: 'Clear' and 'Search', with the 'Search' button highlighted by a red box. Below the bottom panel, there are two more buttons: 'Clear' and 'Search', with the 'Search' button highlighted by a red box.

Note: Inactive staff with a linked WAMS should immediately have a delete security request created to remove the ability to log into the application from any device. Active staff that aren't linked should be monitored. Approve the New Security Request or Cancel the New Security Request and Inactivate the staff member if needed.